

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
August 8, 2019**

MEMBERS PRESENT: Jason Grignon (Chair); Neil Curtis, Kate Lalley, Megan McBride. (Andrew Everett and Stephen Selin were absent.)
STAFF PRESENT: Dean Pierce, Planning Director.
OTHERS PRESENT: Don Rendall, Susan Baldwin.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (7/25/19)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Zoning Matters
7. Other Business/Correspondence
8. Adjournment

1. CALL TO ORDER

Chair Jason Grignon called the meeting to order at 7:12 PM.

2. APPROVAL OF AGENDA

MOTION by Neil Curtis, **SECOND** by Megan McBride, to approve the agenda as presented. **VOTING: unanimous (4-0); motion carried.**

3. APPROVAL OF MINUTES

July 25, 2019

MOTION by Neil Curtis, **SECOND** by Megan McBride, to approve the 7/25/19 minute with the following correction(s)/clarification(s):

- Page 2, Zoning Matters, bullet beginning: “Figure 2204.F...”, last sentence – change “most places” to “many places”.
- Page 3, Other Business, Planning Commission Meeting Schedule – add “to determine next step” to the text in parentheses.

VOTING: unanimous (4-0); motion carried.

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

There were no comments from the public.

6. ZONING MATTERS

Form Based Zoning: Changes by Brandy Saxton

The Planning Commission discussed the following:

- Section 2205.1F.1 Structured Parking – Staff will research clarifying language for the section.
- Section 2205.1C.3.a Remote Parking – There was discussion of the parking being 500’ from the primary entrance to a building and locations in town where the regulation would apply. There was question of having the town dictate to a business where off-site parking must be located. The town cannot assume private parking areas or parking on area streets will be available. Following further discussion there was agreement to increase the distance to 1250’ in Section 2205.1C.3.a and to 1500’ in Section 2205.1C.3.b.
- Section 2205.1I.2.d Street Side Parking – delete the section because it is redundant.
- Section 2205.1I.4.d Stacked Parking - delete “must be filed” after “written guarantee”.
- The Planning Commission will further discuss the number or parking spaces specified for electric vehicles.
- Section 2205.1I.5 Drive Through Standards – delete “will” after “following standards”.
- The Planning Commission noted minor edits to the text (i.e. removing extra blank spaces, having consistent lower/upper case letters in words). Acronyms will be written out initially and defined.
- Section 2205.2F.2.d.v Terminal Islands – edit the sentence on vegetation to read: “...visibility of and by pedestrians and to those driving vehicles...”
- Section 2205.2H.2 Roof Mounted Equipment – a definition is needed for “roof mounted equipment”. The Planning Commission will further discuss roof mounted HVAC equipment.
- Section 2205.2H.4 Ground Mounted Equipment – delete “including solar arrays”.
- Section 2205.2K.1 Utilities and Services – delete “and poles” after “utility lines”.

Road off Webster Road

Dean Pierce mentioned the proposed road off Webster Road allowed under Form Based Code, but opposed by residents is not shown on the Regulating Plan.

Storm Water Management (Section 2205.3B.2.a and b)

The Planning Commission reviewed and discussed the form based regulations on storm water management (Section 2205.3B.2.a and Section 2205.3B.2.b) with Don Rendall, member of the Shelburne Natural Resources Committee. Mr. Rendall suggested the acreage noted in the sections be changed from half acre to quarter acre in subsection (a) and new technologies rather than best management practices be used in subsection (b). Using a quarter acre will spread the storm water drainage to more properties and help clean the water. Best management costs are high and new technology can be just as efficient and more economical. Jason Grignon said regardless of the size of the development the storm water drainage must be managed. Dean Pierce said requiring more than the state requirement could be a disincentive to developers. Kate Lalley suggested changing both zoning regulations (form based and the current zoning) or

relying on the state rules to ensure storm water is addressed. Megan McBride suggested adding language to indicate the town will default to the more stringent standards. There could be a waiver for existing properties. Neil Curtis spoke in support of having the regulations act as a “carrot” rather than a “stick”. Jason Grignon said it would be interesting to know the cost of storm water management for the town. Storm water should be a factor in any development no matter what the space.

Staff will look at edits to the storm water language in the Mixed Use section of the existing zoning to ensure comparability to the Form Based Code.

7. OTHER BUSINESS/CORRESPONDENCE

Comprehensive Plan Maps

Dean Pierce reported he has been working with Pam Brangan, CCRPC, to accurately map the association and conserved land by Vermont Teddy Bear.

Update of Public Works Specifications

Staff report the Public Works Specs are being updated excluding the highway section. The updated town plan makes reference to the Public Works Specs.

Planning Commission Openings

A newspaper article in the *Shelburne News* was published on the Planning Commission openings.

Energy Group

The energy group is meeting the first Wednesday of the month. Past discussions have covered prioritizing and ranking the energy items in the comprehensive plan. The public is invited to the meetings.

Meeting to Prioritize Items in the Comprehensive Plan

Dean Pierce, Jason Grignon, Jerry Storey, and Lee Krohn met to discuss the prioritization of items in the comp plan.

8. ADJOURNMENT

MOTION by Kate Lalley, SECOND by Megan McBride, to adjourn the meeting.

VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 9:04 PM.